

## Steps to Update Tax Withholding in UKG

1. **Log in to UKG Ready** and access your homepage.
2. **Navigate to Tax Forms via the following:**
3. **Navigation:**
  - **My Info > My HR > Forms > Government Form OR**
  - **My Info > My Pay > Tax Information.**
4. **Add/Edit Withholding Form:**
  - Federal
    1. Employee Withholding Certificate W-4
  - Minnesota
    1. Minnesota Employee Withholding Allowance Exemption Certificate
  - Additional State if you reside in a state other than Minnesota Click **+Add** to create a new entry.
5. Follow the prompts to enter your new filing status, dependents, and other adjustments.
  - You can find a **" +Add "** button to the far right of the form name to edit, or a pencil icon.
6. **Submit the Changes:**
  - Click **Review**, then **Sign & Submit**.
  - Enter your name to electronically sign the document.
  - Click **I Agree** to submit the form for HR/Payroll approval.

## Important Notes

- **Approval Process:** After you submit, the form is sent to the Payroll team for approval before the change takes effect.
- **Timing:** Changes are generally effective for the next payroll cycle, often requiring at least 5 business days for processing.

- **State Taxes:** If you reside in a state with income tax, you may need to update both the federal and state forms separately.
- **Verify Current Status:** To view your current setup before changing it, navigate to **My Pay > Tax Information**.